

DP/S 67-6593

EX-117 1967

Personnel 14

MEMORANDUM FOR: Chief, Benefits and Services Division, OP
Chief, Contract Personnel Division, OP
Chief, Records and Control Division, OP

SUBJECT : Reporting System on Personnel Used after Age Sixty

1. The Executive Director-Comptroller has advised me that the Director has approved in principle the new policy paper governing the use of persons after expected Agency retirement age. Notwithstanding the fact that the policy paper itself contains policies which limit the use of personnel after retirement age, establish more firm principles for the control of compensation, and establish precise levels of approval for various uses of such personnel, additional controls are desired.
2. The first control is an instruction that if we have any reason to question the desirability or usefulness of an individual used by the Agency after retirement age, we are to raise the specific case at the level of the Executive Director. You are directed to bring any such cases to my personal attention.
3. The second control is to be a reporting system which will disclose the Agency's position with respect to personnel used after retirement age in a meaningful way. Such reports will be periodically reviewed by the Executive Director-Comptroller and possibly the Director and pertinent portions thereof should be made available to the Deputy Director concerned to assist him in keeping abreast of his situation with regard to such personnel.
4. As I see it, the reporting system should deal separately with:
 - a. extended employees, i.e., employees extended in service after retirement age or converted without retirement to contract employee status to perform staff-type duties and
 - b. reemployed annuitants.
5. With regard to category a, above I believe reports should be categorized according to the reason or basis for the extension or continued use in a staff capacity. I believe the reasons clearly recognized are:
 - a. Urgent need for services.
 - b. Reasons of compassion including to permit the acquisition of 12 years of service to qualify for retiree insurance benefits.
 - c. Other reasons.

Under each of these categories I believe we should provide the name of the individuals, their grade (if reduced in grade, give former and present grade), and the position occupied and term of the extension or contract of employment.

6. With regard to category b, above the report should be broken down by Directorate and by contractual relationship, former grade and step and equivalent grade and step. A description of their use should also be provided.

7. Since all addressees must play a part in establishing and carrying out this reporting requirement, I wish you to confer jointly and evolve what you think would be the most effective format. I would then like to review it with you, at which time we can establish the frequency of the report.

(SIGNED)

Emmett D. Echols
Director of Personnel

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